7.6 <u>SCORING</u>

The options under the Scoring menu are <u>S</u>canTools File, <u>M</u>anual Entry, <u>C</u>hallenge Test Item(s), and C<u>l</u>ear Test Scores for a Class.  These options allow you to score academic tests, non-academic tests, and questionnaires. Note that you select and score each test individually, even component tests that comprise a multipart test.  A multiple part test is actually any combination of other test types.  Each component test carries a user-assigned percentage of the total weight assigned to the combined test.  As each part is administered and scored, students' grades are retained within MCAIMS.  After all parts have been administered and scored, MCAIMS recalculates and assigns a grade for the multiple part test (based on the weights assigned to each part).  The final grade on the multipart test is used to update GPAs and class standings.

     The following steps summarize how to access this option under the Scoring menu.

1.   Click on the Magnifying Glass icon.  The Select an Approved Course selection list box (Figure 7-01) is displayed.

2.   Highlight and select an approved course for which you have been given access or double-click the desired course.  The Evaluation Management window (Figure 7-02) opens.

3.   Choose the <u>S</u>coring option on the menu bar.  The <u>S</u>coring drop-down menu (Figure 7-65) is displayed.
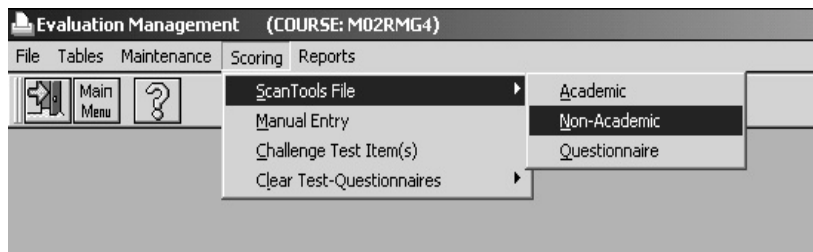

Figure 7-65.  Scoring Drop-down Menu

4.   Choose the desired option.


7.6.1   <u>ScanTools File</u>

This option allows you to score test results provided in a data file produced by ScanTools II.  The instructions below describe how to process the data on the flat files for academic tests, non-academic tests, and questionnaires.  Refer to Appendix C for instructions on producing the scanned data.

**WARNING:  In order for the scoring process to proceed correctly, you must be very diligent in making three selections:  (1) the correct class, (2) the correct test, and (3) the correct data file containing student responses.**

• **If you select the correct test and data file but the wrong class, you may receive a number of individual messages on each student whose SSN does not appear in the class roster.  These messages could indicate that you have selected the wrong class or data file.  If you suspect this is the case, click the Quit button to exit the scoring function.**

- **If you select the correct class and data file but the wrong test, MCAIMS will score the wrong test with potentially disastrous results for each student's score, class standing, and GPA.  Your only recourse when you discover this mistake is to clear test scores, which can be time consuming.**

- **If you select the correct class and test but the wrong data file, you may receive a number of individual messages on each student whose SSN does not appear in the class roster.  These messages could indicate that you have selected the wrong class or data file.  If you suspect this is the case, click the Quit button to exit the scoring function.**

**At the end of the scoring process, MCAIMS will allow you to print a series of reports.  Choose the Yes option to verify your test results.  If you suspect that you have selected the wrong class, test, or data file, you can clear test scores and restart the scoring process.**

**HINT:  Ensure that you select the correct data file to score because MCAIMS cannot make this determination for you.  If you are unsure about the contents of the data file, check it out under ScanTools II software before proceeding with the scoring function.  Refer to Paragraph C.3.3, Post-Scan Actions, under Appendix C.**

**HINT:  Before you begin scoring, ensure that the data file has not already been scored if you wish the data to be treated as an original scoring.  Otherwise, the system invokes the Max Retest value.  If the test has already been scored, select Clear Test Scores for a Class.  The test data will then be treated as an original scoring.**

7.6.1.1  ScanTools File - Academic

This option allows you to score test data produced by ScanTools II software for an academic test.

When you score a test for all or just a few students, the system initiates two calculations:

- GPA for those students with a valid test score.

- Class standings for everyone except those who have previously been individually dropped.

**HINT:  Results for non-academic tests are used for historical purposes only.  Results for academic tests (which are based on learning objectives) are used to compute a student's GPA and class standing.  However, sometimes you may want to administer and score an academic test but prevent the test score from impacting the student's GPA and class standing.  In those circumstances (e.g., when you administer preliminary or pop tests), you can clear the test results (Paragraph 7.6.4).**

- The test data produced in a scanning session may contain responses for multiple versions of the same test.

- The process for scoring test responses produced by a scanner takes into consideration any test items that may have previously been challenged.

- Scoring test data that were previously scored as an academic test (i.e., a retest) invokes the Max Retest value.  The value of the subsequent

test assigned at the Class record or the student's actual score (whichever is lowest) will be recorded and retained along with all previous scores.  However, only the retest score is used in computing GPAs/Class Standings.

- If you score test data for a test that has already been scored, the system automatically invokes the Max Retest value for a retest.

- If you wish to rescore test data that you want to function as the original scores (i.e., not invoke the Max Retest value), you must first choose the option Clear Test Scores for a Class.

    **HINT:  If you are scoring a data file that you want to be treated as original scores, ensure that no scores already exist for the test record.  If scores exist, clear the existing scores (Paragraph 7.6.4) so that the test data will then be treated as an original scoring.  Otherwise, the system will invoke the Max Retest value established on the class record.**

    1.  From the Scoring drop-down menu (Figure 7-65), choose ScanTools File.  Then choose Academic.  The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-66) opens.



Figure 7-66.  Processing Scanner Output from Form No. 30423

    2.  Referring to Table 7-35, choose the class and test you wish to score for the desired test.

Table 7-35.  Processing Scanner Output from Form No. 30423

| ITEM | DESCRIPTION |
|---|---|
| Class Status | Non-editable field depicting the status of the selected class. |
| Crs/FY/Class | Drop-down list from which you may choose the desired class. |
| MP TestID | Non-editable field depicting the multipart test ID (if applicable) for the highlighted test.  Note that each component test of a multipart test is scored separately. |
| Test ID | Non-editable field depicting the test identifier of all available locked tests. |
| Test Type | Non-editable field depicting the test type of the corresponding test.  If a Scaled Credit test is selected, the percentages applied to each answer will appear in the lower left corner of the dialog box (e.g., A=100%, B=90%, C=80%). |
| Test Title | Non-editable field depicting the title of the corresponding test. |

3.  Click on **Continue**.  The Open File dialog box opens under the Backups folder of MCAIMS.  Select the data file containing test responses for the class/test you wish to score.  The system performs student and test version checks.

    **WARNING:  Ensure that you select the correct data file for the class and test you have already selected.  MCAIMS cannot determine if you select the wrong file.  If you select the wrong data file, MCAIMS could score the test responses against a test, with potentially disastrous results for scores, class standings, and GPAs.  A number of messages advising that a student is not in the class (Figure 7-67) could indicate you have selected the wrong data file.  If you suspect you have selected the wrong data file, click on the Quit button to exit the scoring function.  No student records will be erroneously scored.**

    a. If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-67).
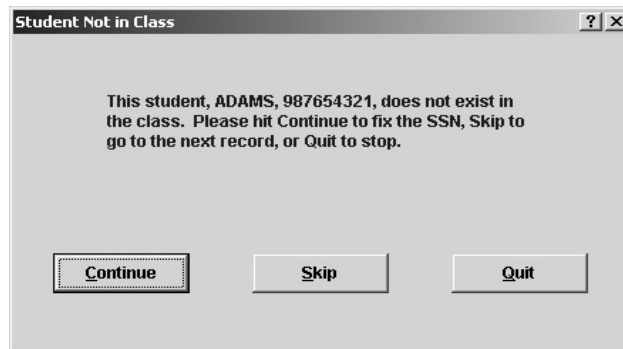


Figure 7-67.  Student Not in Class

    (1)  If you wish to re-enter the SSN, click on **Continue**.  The Enter SSN for Class dialog box (Figure 7-68) opens.
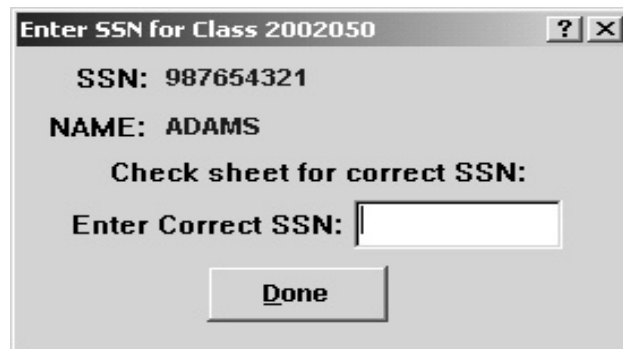


Figure 7-68.  Enter SSN for Class

        (a)  Re-enter the correct SSN (with no spaces or dashes) in the field.

        (b)  Click on **Done**.  The system resumes scoring.

    (2)  If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on **Skip**.  The student is not scored and the

system advances to the next data item (student) in the file.

(3)  If you suspect you have selected the wrong data file for scoring, click on **Quit**.  No student records are scored and you receive a message so advising you.  Click on **OK** to return to the Evaluation Management window.

b.  If the system identifies a missing or invalid test version, the Invalid Version dialog box (Figure 7-69) opens so that you can select the correct version in the drop-down list.
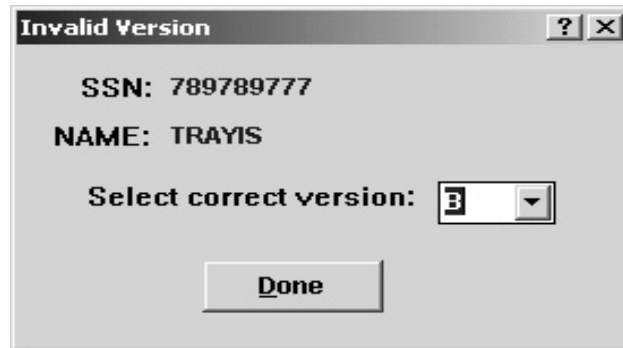


Figure 7-69.  Invalid Version

(1)  Make a selection in the drop-down list.

(2)  Click on **Done**.  The system resumes scoring.

4.  After performing student and test version checks, the system begins recording responses from the ScanTools Download File and computing scores.  Then a meter bar displays the system progress in calculating statistics, updating databases, and writing student GPAs.  Upon completion of this process, a message inquires if you wish to run evaluation reports.  Click on **Yes** or **No**.

a. If you select **Yes**, the system presents a series of reports described in Table 7-36.

**WARNING:  Run the reports to verify that you have scored the correct data file against the class and test.  If you receive unexpected results, you may need to clear the test scores and re-score the test with the correct data file.**

Table 7-36.  Evaluation Reports

| ITEM | DESCRIPTION |
|---|---|
| Test Statistics for Test ID | Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed and number failed.  Note that scores for retests will have lower statistics due to the Max Retest value. |
| Test Results Report | Includes students listed by name, SSN, test version, and score. |
| Individual Responses Report | Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question.  The correct answer to each question is identified with an asterisk. |
| Absentee Report | Lists the students by name, SSN, rank, and platoon. |
| Failure Report | Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score. |

| ITEM | DESCRIPTION |
|---|---|
| Scanning Error Report | Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned.  The report includes the following two lists, by SSN and name, if appropriate:  a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN).  In each case, no scores were recorded for such students. |

      b. If you select **No**, the system produces only the Scanning Error Report.

## 7.6.1.2  ScanTools File - Non-Academic

This option allows you to score test data produced by ScanTools II software for a non-academic test.  There is only one version of each non-academic test.

1.  From the Scoring drop-down menu (Figure 7-65), choose ScanTools File.  Then choose Non-Academic.  The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-70) opens.



Figure 7-70.  Processing Scanner Output from Form No. 30423

2.  Referring to Table 7-37, choose the class and test you wish to score.

Table 7-37.  Processing Scanner Output from Form No. 30423

| ITEM | DESCRIPTION |
|---|---|
| Class Status | Non-editable field depicting the status of the selected class. |
| Crs/FY/Class | Drop-down list from which you may choose the desired class. |
| MP TestID | The multipart test identifier does not apply to a non-academic test. |
| Test ID | Non-editable field depicting the test identifier of all available locked non-academic tests. |
| Test Type | Non-editable field depicting the words Non-Academic.  There are no further delineations for this type test. |
| Test Title | Non-editable field depicting the title of the corresponding test. |

3.  Click on **Continue**.  The Open File dialog box opens under the Backups folder of MCAIMS.  Select the data file containing test responses for the class/test you wish to score.

    **WARNING:  Ensure that you select the correct data file for the class and test you have already selected.  MCAIMS cannot determine if you select the wrong file.  If you select the wrong data file, MCAIMS**

**could score the test responses against a test, with potentially disastrous results for scores. A number of messages advising that a student is not in the class (Figure 7-67) could indicate you have selected the wrong data file. If you suspect you have selected the wrong data file, click on the Quit button to exit the scoring function. No student records will be erroneously scored.**

4.  If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-71).
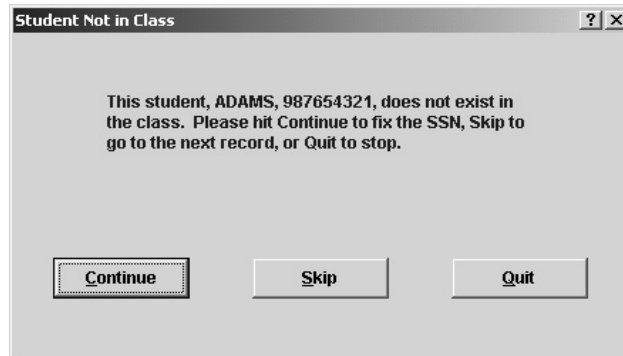


Figure 7-71.  Student Not in Class

a. If you click on **Continue**, the Enter SSN for Class dialog box opens (Figure 7-72).
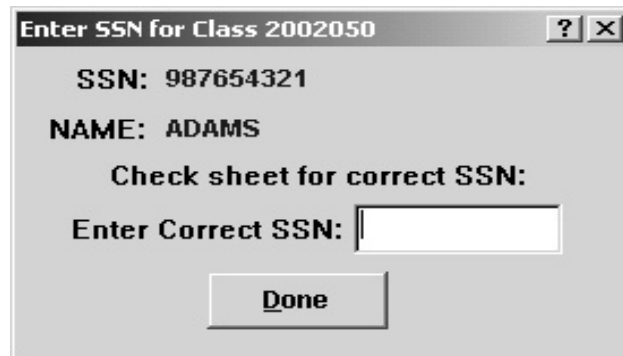


Figure 7-72.  Enter SSN for Class

(1)  Re-enter the correct SSN (with no spaces or dashes) in the field.

(2)  Click on **Done**.  The system resumes scoring.

b.  If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on **Skip**.  The student is not scored and the system advances to the next data item (student) in the file.

c.  If you suspect you have selected the wrong data file for scoring, click on **Quit**.  No student records are scored and you receive a message so advising you.  Click on **OK** to return to the Evaluation Management window.

5.  After performing student checks, the system begins recording responses from the ScanTools Download File and computing scores. Then a meter bar displays the system progress in calculating statistics and updating databases.  Upon completion of this

process, a message inquires if you wish to run evaluation reports. Click on **Yes** or **No**.

a.  If you select **Yes**, the system presents a series of reports described in Table 7-38.

**WARNING:  Run the reports to verify that you have scored the correct data file against the class and test.  If you receive unexpected results, you may need to clear the test scores and re-score the test with the correct data file.**

Table 7-38.  Evaluation Reports

| ITEM | DESCRIPTION |
|------|-------------|
| Test Statistics for Test ID | Includes mean, median, mode, standard deviation, number of perfect scores, number tested, number passed and number failed.  Note that scores for retests will have lower statistics due to the Max Retest value. |
| Test Results Report | Includes students listed by name, SSN, test version, and score. |
| Individual Responses Report | Lists each test version scored and identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question.  The correct answer to each question is identified with an asterisk. |
| Absentee Report | Lists the students by name, SSN, rank, and platoon. |
| Failure Report | Lists the students by name, SSN, rank, platoon, test version (if appropriate), and score. |
| Scanning Error Report | Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned.  The report includes the following two lists, by SSN and name, if appropriate:  a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN).  In each case, no scores were recorded for such students. |

b.  If you select **No**, the system produces only the Scanning Error report.

7.6.1.3  ScanTools File - Questionnaire

This option allows you to process responses to a questionnaire produced by ScanTools II software.

- There is only one version of each questionnaire.

- Questionnaires are not scored.  A report merely summarizes the responses for each item.

1.  From the Scoring drop-down menu (Figure 7-65), choose ScanTools File.  Then choose Questionnaire.  The Processing Scanner Output from Form No. 30423 dialog box (Figure 7-73) opens.

Figure 7-73.  Processing Scanner Output from Form No. 30423

2.  Referring to Table 7-39, select the desired questionnaire.

Table 7-39.  Processing Scanner Output from Form No. 30423

| ITEM | DESCRIPTION |
|---|---|
| Class Status | Non-editable field depicting the status of the selected class. |
| Crs/FY/Class | Drop-down list from which you may choose the desired class. |
| MP TestID | The multipart test identifier does not apply to a questionnaire. |
| Test ID | Non-editable field depicting the test identifier of all available locked tests. |
| Test Type | Non-editable field depicting the word questionnaire. There are no further delineations for this type test. |
| Test Title | Non-editable field depicting the title of the corresponding questionnaire. |

3.  Click on **Continue**.  The Open File dialog box opens under the Backups folder of MCAIMS.  Select the data file containing test responses for the class/test you wish to score.  The system performs student checks.

**WARNING:  Ensure that you select the correct data file for the class and questionnaire you have already selected.  MCAIMS cannot determine if you select the wrong file.  If you select the wrong data file, MCAIMS could record those responses against a questionnaire, with inaccurate statistical results.  A number of messages advising that a student is not in the class could indicate you have selected the wrong data file.  If you suspect you have selected the wrong data file, click on the Quit button to exit the scoring function.  No student responses will be erroneously recorded.**

4.  If the system does not recognize an SSN for anyone in the test data for this class, a message so advises you and presents three scenarios to you (Figure 7-74).
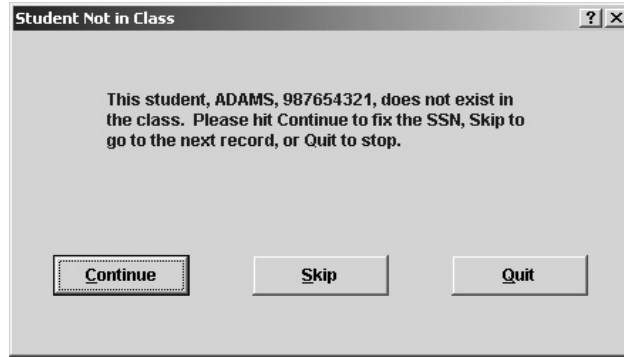
Figure 7-74.   Student Not in Class

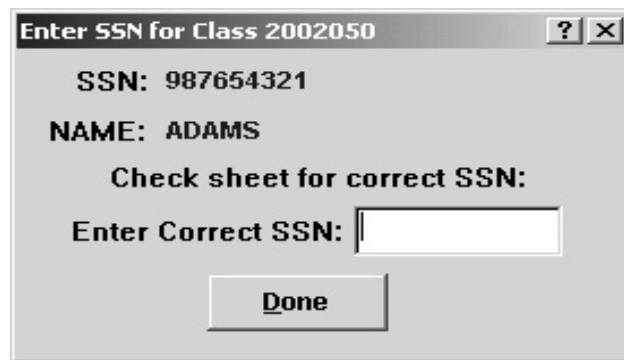a.   If you click on **Continue**, the Enter SSN for Class dialog box (Figure 7-75) opens.


Figure 7-75.   Enter SSN for Class

(1)   Re-enter the correct SSN (with no spaces or dashes) in the field.

(2)   Click on **Done**.   The system resumes recording.

b.   If a student response mistakenly appears in this data file (e.g., bubble sheet scanned with the wrong stack of answer sheets), click on **Skip**.  The student response is not recorded and the system advances to the next data item in the file.

c.   If you suspect you have selected the wrong data file for recording, click on **Quit**.  No student records are scored and you receive a message so advising you.  Click on **OK** to return to the Evaluation Management window.

5.   After performing student checks, the system begins processing responses from the ScanTools Download File.  Then a meter bar displays the system progress in calculating statistics and updating databases.  Upon completion of this process, a message inquires if you wish to print reports.

a.   If you select **Yes**, the system presents a series of reports described in Table 7-40.

Table 7-40.   Scanned Test Reports

| ITEM | DESCRIPTION |
| --- | --- |
| Individual Responses Report | Identifies the number and percentage of responses for each possible response (A to E and N/R or no response) to a question. |
| Absentee Report | Lists the students by name, SSN, rank, and platoon. |

| ITEM | DESCRIPTION |
|---|---|
| Scanning Error Report | Includes the number of sheets scanned and the number of sheets successfully and unsuccessfully scanned.  The report includes the following two lists, by SSN and name, if appropriate:  a list of students not assigned to the class and a list of students with duplicate records (i.e., same SSN).  In each case, no scores were recorded for such students. |

      b.  If you select **No**, the system produces only the Scanning Error report.